



WSD **Personnel** | Washington State
**Employee
Assistance
Program**

Washington State Employee Assistance Program

Services for managers

The EAP also assists managers and supervisors with workplace or supervisory issues. Workers' personal issues cost the employer in time missed from work, in reduced effectiveness, and in excessive supervisory time spent trying to address the resulting problems. Getting expert help to assist workers solve their personal problems is simply good business.



And supervisors are employees, too. Many EAP clients are supervisors and managers who seek confidential help for their own personal problems or for supervisory issues.

Call or visit our web site for more information on how we can help.

Contact **EAP**

Olympia

3400 Capitol Boulevard
Olympia, WA 98504
360.753.3260
FAX | 360.664.0498

Seattle

701 Dexter Avenue N.
Suite 108
Seattle, WA 98109
206.281.6315
FAX | 206.281.6319

Spokane

4407 North Division
Suite 210
The Northtown Office Building
Spokane, WA 99207
509.482.3686
FAX | 509.482.3600

For additional information
<http://www.dop.wa.gov/EAP>

Change Management
Critical/traumatic incidents
Grief and loss
Alcohol/drug issues
Emotional problems
Marriage/Relationship/Family
Financial
Anxiety/Depression/Stress
Eating disorders
Domestic violence
Supervisor issues
Work-related problems



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EAP

Washington State Employee Assistance Program

The Washington State Employee Assistance Program* is here to help you with personal or work-related problems that may be impacting your work performance. The service is voluntary, confidential and available to all state employees and their family members, as well as to those at most state colleges and universities and other governmental programs.

EAP services are

CONFIDENTIAL

When you contact EAP, you are protected by federal and Washington State law (RCW 41.04.730) that guarantees confidentiality.

Your supervisor or human resources representative will not know about your involvement with EAP unless they make a referral for a job performance issue or you sign a release with the EAP allowing us to talk with your management. Your personal problems remain confidential, as outlined in the EAP Confidentiality Policy.

Whether your problems start at home or at work, your contact with EAP is a positive step toward a solution.

VOLUNTARY

Your participation in EAP is voluntary. The law that established EAP (RCW 41.04.700-730) states that participation or non-participation in the employee assistance program shall not be a factor in any decision affecting an employee's job security, promotional opportunities, corrective or disciplinary action, or other employment rights.

Your job will not be in jeopardy by contacting EAP, but it could be if you don't resolve the personal or work-related issues that may be impacting your performance, attendance or conduct at work. EAP can help you with that.

PROVEN

Thousands of state employees have found meaningful help at EAP.

EAP staff members can help you to clarify your problems and develop a plan for resolving them. When appropriate, we might recommend other resources, or more on-going assistance, to help you resolve these issues.

NO CHARGE

EAP offers its services at no charge. If we refer you to other professionals, you are then responsible for any costs. Many are covered by health care insurance.

ACCESSIBLE

You can contact us directly or through your supervisor, human resources department or union representative.

Civil service rules and most bargaining agreements allow for the use of paid leave for an EAP assessment. You may also use your own time, vacation or sick leave, if you choose not to involve your supervisor.

So what's stopping you?
The sooner you seek help,
the greater the chance for
success. Call today.

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*Formerly known as the Employee Advisory Service (EAS).